

WISCONSIN LUTHERAN COLLEGE

Position Description

Position Title: Accounts Payable Clerk
Department: Finance
Reports to: Assistant Vice President of Finance
FLSA Status: Non-Exempt
Called: No
Revised: February 2021

POSITION SUMMARY: The Accounts Payable Clerk provides superior support to the organization by processing invoices and vendor payments. This position reports directly to the Assistant Vice President of Finance.

PRIMARY RESPONSIBILITIES

- Process all purchase orders and check requests including College credit card statements. Verify invoices with the requesting individual.
- Process all invoices including those for food service, construction, credit cards and facilities management contractor.
- Coordinate insurance matters including invoices, claims and correspondence.
- Maintain account balance information for bulk mailing permit account and coordinate with marketing to be sure account has ample funds to cover costs; reconcile postage meter, bulk permit, and business reply mail accounts monthly and post journal entry.
- Prepare all checks for disbursement on the computer.
- Prepare outstanding checks listing monthly from the bank statement. Research old outstanding checks and void stale checks as necessary.
- Assist at year-end closing with the annual audit.
- Maintain tax-exempt letter of credit information.
- Prepare the annual 1099 filing.
- Maintain files in an orderly manner.
- Coordinate with vendors on pricing and invoice information.
- Enter data into the computer on vendors, purchase orders and invoices.
- Prepare any reports or spreadsheets as needed on purchasing/payables and vendors.
- Prepare correspondence for the Business Office as needed.
- Prepare journal entries. Post A/P to the General Ledger weekly, month-end and year-end. Run A/P and G/L reports.
- Initiate follow-up on any outstanding purchase orders and invoices.
- Provide assistance when needed in such activities as office mailings, student payments, etc.
- Provide back-up service for payroll.

SUPERVISORY RESPONSIBILITIES

- This position may supervise student workers and interns.

REQUIREMENTS

EDUCATION AND EXPERIENCE:

- Associate degree in Accounting or Business Management required, Bachelor's degree preferred.
- Minimum of two (2) years' experience performing accounts payable work is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have good verbal and written communication skills. Must be friendly and approachable and able to work in a team environment.
- Experience with accounting software is required. Familiarity with an Enterprise Resources Planning system is desired.
- Technical abilities are required including extensive experience with Word and Excel.
- Must be able to identify problems, search out answers, and draw valid conclusions.
- This position requires strong accounting skills with a strong grasp of account and department coding.
- Bilingual in Spanish a plus.
- Good math skills are required including the ability to add, subtract, multiply and divide, use ratios, decimals and fractions.
- Must be able to use a computer and various software, telephone, voice mail, copy machine, printer, fax machine and calculator.
- Ability to pay close attention to details is necessary.
- Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.